Planning Checklist

City_____

Festival_____

Dates_____

Organizer

Name_____

Address_____

Phone_____

1. Receive initial approval by festival organizers:
   By_____ Actual_____

2. Meeting with festival organizers:
   By_____ Actual_____

3. Contract signed by festival organizers:
   By_____ Actual_____

Fire Marshall

Name_____

Address_____

Phone_____

1. Approval by Fire Marshall:
   By_____ Actual_____

2. Permits needed (list)

   _____

   _____

   All permits in
   By_____ Actual_____

Sound Technicians

Name_____

Address_____

Phone_____

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Source: https://www.industrydocuments.ucsf.edu/docs/lnwm0004

1. Equipment ordered (list):

_____

_____

_____

_____

2. Sound check scheduled for _____

Gruccis

1. Date confirmed _____
2. Contract sign _____
3. Publicity tour _____
4. Media Dates: _____

Music -

1. ASCAP notified _____ Paid _____
2. BMI notified _____ Paid _____

Public Relations

Name _____

Address _____

Phone _____

1. Publicity tour, dates _____

_____

2. Media invited to hospitality boat _____

Advertising

1. Logo and art sent to festival:
   By _____ Actual _____
2. R.O.P. ads scheduled:

Publication	Date	Size	Material by

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Source: https://www.industrydocuments.ucsf.edu/docs/lnwm0004

Sales Staff

Name_____

Address_____

Phone_____

1. Sales Manager briefing:
   By_____ Actual_____

2. Materials shipped:

   Posters (Quantity):_____
   By_____ Actual_____

   Samples (Quantity):_____
   By_____ Actual_____

   T-Shirts_____

   Bins_____

   Special displays_____

3. Trade invitations (list):

   _____

   _____

   _____

   By_____ Actual_____

4. Posters to organizers:
   By_____ Actual_____

Hospitality Boat

Organizer: Name_____

Address_____

Phone_____

1. Boat secured:
   By_____ Actual_____

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2. Info for party invitation:
By_____ Actual_____

Boat Name_____

Time_____

Docked at_____

3. Invitations:
Mailed by_____ Actual_____

4. Menu/budget approved:
By_____ Actual_____

(Attached)

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Source: https://www.industrydocuments.ucsf.edu/docs/lnwm0004